



# Memorandum

Children with Disabilities  
Education Board

**To:** WCCDEB Supervisors

**Cc:** Mark Luberda, County Administrator

**From:** Tracy L. Moate, Director WCCDEB

**Date:** March 10, 2022

**Re:** WCCDEB March Agenda Items

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- In an effort to create equity and parity in the payroll schedule, I am respectfully requesting to adjust the pay schedule for Lakeland School's nursing position. This is a position that has held a great deal of responsibility in our COVID mitigation, but also holds that same responsibility in managing the health care needs of our students throughout every school year. In working with Kate Bishop, HR, our recommendation would be to move that position to the 14L of the Premium Pay Plan that has similar licensing and requirements to other RN positions in the County workforce.
- We have made minimum revisions to the Lakeland School Return Plan as it relates to our COVID mitigation. I would like to share those changes with you.
- I am including two items on the agenda that are expenditures in the CDEB budget to gather student data or to seek financial reimbursement for services performed by our staff. I hope that this is helpful in not only understanding how dollars are being spent or received, but also to share some background in the data collection requirements that occur in our school setting.
- The final order of new business is to adjust the current school calendar that reflects a school make-up date due to the ice storm in February. That day will be added to the end of the school year.



Children with Disabilities  
Education Board

- In closing, Lakeland School has some upcoming resignations/retirements that I will be sharing. I would like to move these into our monthly agendas as they are received to keep you better informed.
- We also have some updates as to Lakeland School's Special Olympic program. Our athletes are now preparing for both virtual and in-person events!
- Have a great weekend.



Walworth County Children with Disabilities Education Board  
Wednesday March 16, 2022 4:30 p.m.  
Walworth County Government Center, County Board Room 114  
100 West Walworth St, Elkhorn, WI  
Committee Members

Dave Weber – Chair, – Brian Holt Secretary,  
Kathy Ingersoll, Supervisor – Joseph Schaefer, Supervisor – Ken Monroe, Supervisor

Sign language interpreters for the deaf are available if requested in advance

*(Posted in compliance with Sec. 19.84, Wis Stats.)*

*Note: All agenda items are subject to action.*

**NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,  
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE  
ATTENDANCE BY COMMITTEE MEMBERS.**

The Walworth County Government Center remains open, but in-person attendance will be severely limited due to State imposed restrictions on group meeting sizes. **ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT <https://mediasite.co.walworth.wi.us/Mediasite/Play/4357e8ee66814aeda09f59c5924a87281d>** Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the County Administrator's Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes CDEB Meeting January 19, 2022 pp 1-2
6. Public Comment Period
7. New Business
  - a) Resolution No \*-04/22 Revising the 2022 Pay Range for the Children with Disabilities Education Board School Nurse Position pp 3-5
  - b) Lakeland School Return Plan, Updates and Revisions pp 6-21
  - c) eduCLIMBER Software, 3 Year Agreement pp22-23
  - d) Kompas Care – Adjust Student Numbers p 24
  - e) Modify 2021-2022 School Calendar, Ice Day Makeup p 25
8. Reports and Correspondence
  - a) CDEB Chair
  - b) CDEB Director
    - Staff Resignations and Retirements
    - Special Olympics Updates
9. Set time and date of next meeting –April 27, 2022
10. Adjournment

*It is possible that a quorum of the County Board or a committee of the County Board could be in attendance.*

Submitted By: Tracy Moate, Director WCCDEB  
Dave Weber, CDEB Chair  
Posted March 10, 2022

# DRAFT

**Walworth County Board of Supervisors  
Children with Disabilities Education Board Meeting Minutes  
Wednesday, January 19, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair David Weber called the meeting to order at 4:30 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair David Weber; Secretary Brian Holt; Supervisors Kathy Ingersoll, Kenneth Monroe, and Joseph H. Schaefer. A quorum was declared.

## **Others in Attendance**

County Board Supervisor: Nancy Russell.

County Staff: Walworth County Administrator Mark W. Luberda; Director-Special Education Tracy Moate; Director-Human Resources Kate Bishop; and Lakeland School Principal Trish McCullough.

**On motion by Secretary Holt, second by Supervisor Monroe, the agenda was approved with no withdrawals.**

**On motion by Secretary Holt, second by Supervisor Ingersoll, the November 17, 2021 Children with Disabilities Education Board meeting minutes were approved.**

**Public Comment** – There was none.

## **New Business**

7a. Space Availability for Open Enrollment Requests 2022-2023

Director-Special Education Tracy Moate referenced the Lakeland School Enrollment History and Lakeland School Enrollment Summary documents that were distributed at the meeting; explaining that classroom capacity continues to be adjusted, due to the pandemic. Moate stated that with decreased classroom capacity, any open enrollment requests will be highly scrutinized in order to provide a safe environment for students.

7b. Wisconsin Statutes 118.22 Renewal of Teacher Contracts

Moate declared that statute requires the Board to give written notice of renewal or refusal of teacher's contracts on or before May 15. Moate requested to modify the timeframe, as was done last year, and start the process in February. This will allow for staff that intend to return for next school year to respond by the end of March. **Secretary Holt offered a motion, second by Supervisor Monroe, to begin the teacher contract renewal process for the 2022-2023 school year. Motion carried 5-0.**

7c. Establishing School Year Calendars

Moate referenced the Draft 1 and Draft 2 Lakeland School – WCCDEB 2022-23 Calendars that were distributed at the meeting; highlighting the difference between the two is the week spring break is scheduled. Moate's recommendation was to utilize calendar Draft 2; as the date of spring break aligns with a higher number of the school districts within Walworth County. **Secretary Holt offered a motion, second by Supervisor Ingersoll, to approve the Lakeland School WCCDEB 2022-23 Calendar Draft 2. Motion carried 5-0.**

## **Reports and Correspondence**

8a. CDEB Chair – There was none.

8b. CDEB Director

### ➤ Emergency Drill Report

Lakeland School Principal Trish McCullough stated six trainings and two drills, related to safety, have been performed this school year. She shared that Lakeland School's Safety Committee meets every two weeks, and it was identified that some of the outside doors are not numbered, and in case of emergency would be difficult to identify. McCullough stated that the Science, Technology, Engineering, the Arts, and Mathematics (STEAM) Lab, will be designing numbers in order to re-number all doors to the school. This project will also include numbering windows; as this is done in other schools to assist in the event of an evacuation.

➤ Special Olympics Update

Moate declared that all Special Olympics activities, including practices, are suspended as pandemic numbers continue to be in critical range.

➤ COVID-19 Update

Moate shared that although the Centers for Disease Control (CDC) reduced quarantine standards to five days, Lakeland School will stay consistent with a 10 day timeframe. The current CDC guidance advises that immunocompromised and/or medically fragile individuals quarantine for 10 days, and many students at Lakeland School fall within this determination. Moate provided the number of staff and students who have tested positive for COVID-19 since January 3, cautioning that the reported numbers are likely lower than actual due to the inability to test many of the students. Moate announced that face-to-face instruction has continued even with increased numbers of positive cases, due to the capability of staff to work in multiple locations within the school.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Wednesday, February 16, 2022 at 4:30 p.m.

10. Employment Matters. The committee may discuss the following topic(s) in open session. The committee convened in closed session **at approximately 4:55 p.m. on motion and second by Supervisor Monroe and Secretary Holt** pursuant to the exemption contained in Section 19.85 (1)(c) of the Wisconsin Statutes, which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered and is relative to the item listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use and Resource Management (LURM) Michael Cotter; and Director-Human Resources Kate Bishop remained in closed session. Supervisors Nancy Russell, Kathy Ingersoll, and Joseph Schaefer remained on the telephone.

- a) Employment Matter – Director of Special Education

**The Committee reconvened in open session at 5:19 p.m. on motion and second by Supervisor Schaefer and Supervisor Monroe.**

**Adjournment**

**On motion and second by Supervisor Monroe and Secretary Holt, Chair Weber adjourned the meeting at 5:20 p.m.**

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Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes are not considered final until approved by the Children with Disabilities Education Board at the next regularly scheduled meeting.

**Resolution No. xx – 04/22**

**Revising the 2022 Pay Range for the Children’s with Disabilities Education Board School Nurse Position**

1 Moved/Sponsored by: Human Resources Committee

2  
3 **WHEREAS**, the Children with Disabilities Board, the Lakeland Health Care Center and the  
4 Health & Human Services Department all have Registered Nurse positions with similar licensing  
5 and requirements; and,  
6

7 **WHEREAS**, the current pay range for the School Nurse position is lower than the pay ranges for  
8 the Registered Nurse positions at both the Lakeland Health Care Center and the Health & Human  
9 Services Department; and,  
10

11 **WHEREAS**, the Human Resources Committee (“Committee”) has considered the matter of pay  
12 for the Children’s with Disabilities Education Board School Nurse position; and,  
13

14 **WHEREAS**, the Committee recommends revising the pay range for the School Nurse position to  
15 better align with the comparable Registered Nurse positions at the Lakeland Health Care Center  
16 and the Health & Human Services Department; and,  
17

18 **WHEREAS**, the Committee recommends adoption of the revised pay range for the School Nurse  
19 position with the Children with Disabilities Education Board as attached.  
20

21 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that  
22 the CDEB Premium Management Pay Plan shall be updated to reflect the revised pay range for  
23 the School Nurse position as indicated above, effective as of September 4, 2022.  
24  
25  
26

27 \_\_\_\_\_  
28  
29 County Board Chair

\_\_\_\_\_ Susi Pike  
County Clerk

30  
31  
32 County Board Meeting Date: April 21, 2022

33  
34 Action Required: Majority Vote  X  Two-thirds Vote \_\_\_\_\_ Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

_____	Date	_____	Date
Michael P. Cotter		Jessica Conley	
Corporation Counsel		Finance Director	
_____	Date		
Mark W. Luberda			
County Administrator			

If unsigned, exceptions shall be so noted by the County Administrator.



**Walworth County CDEB Premium Management Pay Plan**

**1600 Hours Per Year Positions**

<u>Department</u>	<u>Job Class</u>	<u>Table</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>
CDEB	School Nurse	14C	32.0700	32.7900	33.5200	34.2800	35.0500	35.8400	36.6400	37.4600	38.3200	39.1800	40.0600	40.9500	41.7900
			1973.54	2017.85	2062.77	2109.54	2156.92	2205.54	2254.77	2305.23	2358.15	2411.08	2465.23	2520.00	2571.69
			51312.00	52464.00	53632.00	54848.00	56080.00	57344.00	58624.00	59936.00	61312.00	62688.00	64096.00	65520.00	66864.00
CDEB	Occupational Therapist	16C	37.3187	38.1211	38.9408	39.7781	40.6333	41.5070	42.3994	43.3109	44.2421	45.1932	46.1649	47.1574	48.3568
CDEB	Physical Therapist		2296.54	2345.91	2396.36	2447.88	2500.51	2554.28	2609.19	2665.29	2722.59	2781.12	2840.92	2901.99	2975.80
			59709.92	60993.76	62305.28	63644.96	65013.28	66411.20	67839.04	69297.44	70787.36	72309.12	73863.84	75451.84	77370.88

**1520 Hours Per Year Positions**

<u>Department</u>	<u>Job Class</u>	<u>Table</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>
CDEB	Speech/Language Therapist	15C	27.7275	28.3516	28.9893	29.6417	30.3086	30.9905	31.6878	32.4006	33.1298	33.8753	34.6373	35.4166	36.2138	37.0283	37.8617
CDEB	Teacher		1620.99	1657.48	1694.76	1732.90	1771.89	1811.75	1852.52	1894.19	1936.82	1980.40	2024.95	2070.51	2117.11	2164.73	2213.45
			42145.80	43094.43	44063.74	45055.38	46069.07	47105.56	48165.46	49248.91	50357.30	51490.46	52648.70	53833.23	55044.98	56283.02	57549.78
			<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>	<u>Step 20</u>	<u>Step 21</u>	<u>Step 22</u>	<u>Step 23</u>	<u>Step 24</u>	<u>Step 25</u>	<u>Step 26</u>	<u>Step 27</u>	<u>Step 28</u>	<u>Step 29</u>	
			38.7135	39.5845	40.4751	41.3859	42.3170	43.2692	44.2427	45.2382	46.2561	47.2968	48.3611	49.4490	50.5617	51.6995	
			2263.25	2314.17	2366.24	2419.48	2473.92	2529.58	2586.50	2644.69	2704.20	2765.04	2827.26	2890.86	2955.91	3022.43	
			58844.52	60168.44	61522.15	62906.57	64321.84	65769.18	67248.90	68762.06	70309.27	71891.14	73508.87	75162.48	76853.78	78583.24	

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# Lakeland School Return



**Practices for 2021-2022 School Year**

Presented to the  
Walworth County Children With Disabilities Education Board  
on July 22, 2020

Updated 9/14/2021  
Updated 1/5/2022  
Updated 3/2/2022

# Lakeland School Return Practices for 2021-2022 School Year

Presented to the Walworth County Children With Disabilities Education Board on July 22, 2020.

Updated 9/14/2021

Updated 1/5/2022

Updated 3/2/2022

Lakeland School of Walworth County is committed to being as safely and widely open as possible while preserving the integrity and quality of our academic mission. Lakeland School is committed to supporting our families and staff, providing a safe instructional environment, and delivering the best possible student experience given the current circumstances. Every reasonable attempt will be made to uphold our long-standing commitment to meeting the individual needs of our students. However, Lakeland School recognizes there may be necessary changes to activities and settings over this year that may impact our traditions. Lakeland intends for the 2021-2022 school year to be full time, in person, 5 days a week to provide a high quality educational experience to our students.

The health and safety of students, employees, and community members is the utmost priority as we return for the 2021- 2022 school year. Lakeland School continues to utilize data provided by the Centers for Disease Control, the State of Wisconsin, Walworth County Board of Supervisors, Walworth County Health Department, and the Department of Public Instruction (DPI) to guide the decision-making processes related to the school.

We ask all members of the school's community to embrace the guidelines contained in this document and to contribute to a school environment that is safe for all. **The guidelines mentioned in this document are meant to serve as universal practices to apply in various situations throughout our school. Contact information is provided throughout for additional clarification or questions.**

As you read this, it is understandable to have mixed feelings and lots of questions. Although we are learning our new normal, most would agree that a face-to-face environment is far more effective for student learning and will better meet the social-emotional needs of our students.

**Your patience and flexibility in the weeks and months ahead will be paramount.** This once-in-a-lifetime experience is not yet over; however, we are optimistic that this year we can move into a new phase that allows us to slowly return to some of our previous traditions.

We are extremely grateful for all of your efforts over the last year and a half. We can't say thank you enough for your commitment to support Lakeland students and staff.

Lakeland Administrative Team

**This document is subject to updates, changes, and additions as further information, clarifications, and requirements are received.**

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# Preventive Safety Measures ---

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Education and training will be provided regarding the preventive safety measures.

## Social/Physical Distancing

The definition of social/physical distancing regarding COVID-19 is 3ft -6ft in all directions. Social/physical distancing will be taught, practiced, and reinforced in all environments (both indoors and outdoors). However, our students' individual abilities and needs, such as feeding, self cares, therapy, and safety, may not allow for social/physical distancing at all times.

## Personal Protective Equipment

### Face Coverings

Wearing face coverings will reduce the spread of infection by protecting you as well as those around you. Appropriate face coverings must cover both the nose and mouth.

Lakeland staff will be required to wear school provided face coverings regardless of vaccination status (masks and/or face shields). Staff face coverings will be required in all public areas, shared spaces in hallways, classrooms, and in school-related vehicles. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals.

Employees who are unable to wear face coverings due to medical reasons may request accommodations through the Walworth County Human Resources Department at 262-741-7950 or [walcohr@co.walworth.wi.us](mailto:walcohr@co.walworth.wi.us).

School staff will need to make considerations for the necessary PPE on a case-by-case basis, depending on the activity, physical proximity, and level of potential exposure throughout the day.

Students are not required to wear face masks.

## Underlying Health Conditions / Extenuating Circumstances Related to COVID-19

Employees who may be particularly vulnerable to the effects of COVID-19 should contact their supervisor or administrator and Human Resources Department (262-741-7950) to address any safety or health concerns. Specific guidance for staff will be available from Human Resources / Public Health.

## Personal Hygiene

### Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If

soap and water are not readily available, clean your hands with hand sanitizer.

**Healthy Hand Hygiene**

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

**Hand Sanitizing**

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer will be provided and used in all classrooms, department offices, and other key areas in the building.

**Cleaning and Disinfecting**

**Classrooms**

Classrooms will be equipped with basic cleaning stations, including sanitizing wipes, disposable face coverings, and hand sanitizer. Individuals are encouraged to clean their personal space before and after use. Because of the highly transitional aspect of classrooms, individual precautions and responsibility will be paramount. Classrooms will also be cleaned daily (or more often as needed) by custodial staff.

**Staff Offices and Individually Assigned Workspaces**

Cleaning and disinfecting offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the front office at 741-4115 or send email to [tmccullough@lakelandschool-walco.org](mailto:tmccullough@lakelandschool-walco.org). Our custodial service is not allowed to move any personal items (pictures, keys, clothing, etc.) in office spaces.

**Public Spaces**

Commonly touched surfaces in all public spaces will be cleaned and disinfected by custodial staff on an ongoing basis. This includes common areas such as primary entrances, hallways, and restrooms.

**Other Areas**

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Trish McCullough, at 741-4115 or email [tmccullough@lakelandschool-walco.org](mailto:tmccullough@lakelandschool-walco.org)

## Meetings, Programs, and Events

All those planning Lakeland School meetings, programs, and events will use judgment when determining whether these activities can be held successfully while abiding by the social/physical distancing and personal protection guidelines. All school-led activities conducted on and off campus require reasonable efforts to be made to ensure compliance with a six-foot separation between individuals. This may require limiting the number of attendees by offering multiple event times or multiple event locations.

### At this time:

- No visitors will be allowed in the building.
- Pick up or drop off of all supplies/materials will require a scheduled time. Please contact the office at 262-741-4118.
- All meetings that include families, districts, and other outside agencies will be held virtually.
- District tours will be in person by appointment only.

## Travel

All employees are encouraged to limit nonessential personal travel. Visit the [Wisconsin Department of Health Services](#) and the [Centers for Disease Control and Prevention](#) prior to travel for the latest travel guidance. Until further notice, employees must report any nonessential travel to their supervisors, as travel outside of Wisconsin or their state of residence may require a self-quarantine period upon return.

Families are encouraged to share any travel plans out of the state and country. Guidance from local state and federal health agencies will be considered in each individual's return to school plan.

## Screening and Reporting \_\_\_\_\_

### Daily Temperature Checks Procedure and Staffing Requirements

Temperatures for all staff will be taken each morning upon arrival in the classroom.

Designated staff will be available throughout the day to take temperatures of students during the instructional day, as necessary.

Staff will be provided with a temporal thermometer, training in the use of a temporal thermometer, and appropriate PPE.

**If the temperature of the student is greater than or equal to 100.0° Fahrenheit, the student will be taken to the predetermined room for isolation, apart from other children and staff. Escorts will maintain 6 feet of social distancing. School Health Room staff will then follow the established protocols.**

### Isolation Room Establishment, Requirements, and Staffing

The predetermined isolation room is a designated location and will be separate from the health room.

A designated staff member will be assigned to supervise students while in the predetermined isolation room awaiting pick up by the parent or guardian, should the need arise. The staff member will be provided with a gown, gloves, and a face shield as appropriate. The staff member assigned will complete the training on COVID-19 and the use of Personal Protective Equipment (PPE).

### Testing

Walworth County may have limited capabilities to do testing for symptomatic students and employees. Free tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the [Wisconsin Department of Health Services](#).

Employees and families of students who test positive or who have been notified of contact are required to notify Lakeland School (262-741-4118) and Walworth County Public Health Department (262-741-3362) in order to begin contact tracing to potentially exposed individuals.

### Protocols for Student Illness and Contact Tracing (updated 01/05/2022)

Contact tracing is currently being facilitated through local health officials. The staff at [Walworth County Public Health Department](#) have undergone contact tracing training and are prepared to assist in this area if needed. If through contact tracing it is determined that a student or staff member has been in close contact with a confirmed positive individual, the following protocols will be followed.

Given the nature of our students and the population we serve, Lakeland School will follow the 10 day isolation and quarantine protocols as follows:



**Quarantine**

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated\*.

People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19, unless they have symptoms.. Vaccinated people should wear a mask indoors in public for 10 days following exposure or until their test result is negative.

All people should get tested 5-7 days after their exposure, even if they don't have symptoms

\*Fully vaccinated is considered:

- Completed the two part series of Pfizer or Moderna vaccine
- Completed the primary series of J&J vaccine
- Has recovered from COVID-19 in the last 90 days

**Isolation**

Isolation is used to separate people infected with COVID-19 from those who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

**For Anyone Who Has Been Around a Person with COVID-19**

Anyone who has had close contact with someone with COVID-19 should stay home for 10 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Fully vaccinated and shows no symptoms of COVID-19 or have tested positive for COVID-19 in the last 90 days.

However, fully vaccinated people should (should, has no special legal meaning/ shall, means mandatory) get tested 5-7 days after their exposure, although it is not required. Even if they do not have symptoms, vaccinated people with exposure should continue to wear a mask indoors while in public for 10 days following exposure or until their test result is negative.

Unvaccinated students or staff (who have not had COVID-19 in the last 90 days) will need to stay home and can do one of the following if they have come in close contact with an individual who has COVID-19:

- Take COVID test (PCR or Rapid- no home tests) 5-7 days after exposure, if negative, can return on day 8.
- OR**

- Forgo testing, and return after 10 days of quarantine, as long as no symptoms are present.

Individuals who have had a confirmation of COVID-19 infection must remain out of the building until:

- They have had no fever for at least 72 hours (three full days), without the use of fever-reducing medication.
- At least 10 days have passed since the symptoms first appeared and they are symptom-free. Symptoms may include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - This list does not include all possible symptoms. [CDC will continue to update this list](#) as we learn more about COVID-19.

**Unvaccinated Staff or Students Who are Exposed Within Their Family Home**

- Will need to quarantine for 10 days from the last day of close contact with the positive case in the home
- If unable to isolate within the home, the exposed individual will have to start their quarantine once their family members finishes their isolation period

Transmission rates are significantly higher amongst family members living under the same roof and extra precautions are needed.

**Configuration of Spaces** \_\_\_\_\_

All areas within the school will make reasonable efforts to ensure compliance with a 3ft- 6ft separation between individuals to correspond to current state guidelines. Reconfiguration of classroom spaces will be done to ensure social distancing is maintained inside the building, as well as outdoor spaces throughout the Lakeland School campus, in transportation provided, and in related service areas, and other learning spaces.

**Barriers**

Barriers or physical controls will be installed in areas where face-to-face interactions are required, such as the front office/reception. A physical barrier can be a means of reducing exposure to droplet exchange.

**Traffic-flow Patterns**

Physical barriers, closures, or one-way traffic patterns will be in place within the building and classrooms to limit potential exposures. Contact the administration to share suggested locations for traffic-flow changes.

# Learning Environment

Lakeland School intends to maximize face-to-face instruction while preserving the health and safety of everyone in our classrooms and school building. In order to achieve that, we will follow social/physical distancing guidelines and require all employees and essential duty staff to wear face coverings in all classrooms and other areas of the building. Students will be encouraged to wear face coverings in all classrooms and other areas of the building.

## School Resumes --

Classes will begin as planned on Tuesday, September 1, 2021.

## Instructional Options --

Below are descriptions of the delivery formats that will be offered for the 2021-2022 school year.

### Face-to-Face Format

Students will attend school in-person, five days a week, with risk mitigation procedures in place. We are rethinking how we use classrooms and spaces within the building to maximize space. Students will move between classes in small groups with limited additional interaction throughout the day. Individual and sealed lunches will be served in the classroom. Students will be provided with a water bottle for use with sensor-activated refill stations at school. Traditional bubblers will be turned off.

Modified classroom seating layouts and class sizes for face-to-face teaching have been developed to fulfill social distancing and room capacity requirements following current public health guidelines. To maintain these distances, seating and other furniture should not be removed or rearranged at any point during the school year. Refer to the Cleaning and Disinfecting section of this plan for additional information.

If at any time students are unable to attend, as in a typical school year, employees will work with the family to determine options for completing the work.

### Distant Learning Format

**Distant Learning is not currently an option.**

Lakeland School recognizes that throughout the year, for a variety of reasons, we may have to temporarily shift to all-school virtual learning. We are committed to supporting students and families through virtual learning.

In this format, the class will be taught fully remote using Class DOJO / Google Classroom as our Distant Learning Platform. As an example, the instructor might post an assignment or a video, pose a question to the class page for the students to complete, and/or the employee might arrange for smaller group lessons in 30 minute blocks at staggered times throughout the day for virtual face to face instruction.

## Contingency Plans

All employees are expected to develop contingency plans for the following scenarios:

- An outbreak resulting in a temporary break (short-term or extended).
- Any circumstances that result in the need for 100% remote learning.
- Further reduction of class sizes due to federal or state guidelines.
- An employee's transition to distant learning due to a positive exposure or other related concern.

## Work Environment ---

### **Staffing Options**

Administration reserves the right to make staffing assignments, as needed. All employees should communicate health and safety concerns with administration and the Human Resources Department to make arrangements. Please see the Human Resources / Public Health document detailing this information.

### **Shared Workstations**

All employees are asked to share the responsibilities of maintaining safe working conditions by frequently cleaning and disinfecting equipment and surfaces in shared working areas. See the Cleaning and Disinfecting section of this plan for more information.

### **Breaks and Meals**

Break rooms and other shared spaces must maintain a safe social distance of six feet between individuals. Creating a break schedule for these areas should be considered to maintain safe social distance.

### **Employee Assistance**

For information on the Employee Assistance Program, through EAP and the Walworth County Human Resources Department, [email Human Resources](#) or call 262-741-7950. These services are available to employees, their spouses or significant others, and their dependents.

## Communication

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Communication is a critical component of the Lakeland School Return Plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our school's ability to bring students and employees back to school in a safe way.

These communications will be developed by Lakeland School Administration in partnership with stakeholders across the fifteen Walworth County School Districts and in line with Walworth County communications and local, state, and national health guidelines, with an emphasis on health and safety information, best practices, and the idea of the social covenant to keep our community safe.

The [School Information on Coronavirus](#) website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails and Skylerts to families and employees, social media updates, Webex Event or Micolab meetings, targeted audience communications, and collaboration with traditional media.

### Signage

All signage pertaining to operational changes and social covenant and health practices will be consistent and follow the established procedure for design, approval, production, and posting. Signage may include, but is not limited to: directional arrows indicating which way people should be moving in the building to eliminate cross traffic and reminders to wash hands, wear face coverings, and practice physical distance, among other reminders.

## Transportation \_\_\_\_\_

### **Bus Transportation**

Seating on the bus will likely be assigned. Bus drivers will be encouraged to wear face masks when interacting with students. Sanitizing of buses will occur before and after each route.

### **QUESTIONS?**

For questions or comments related to the Lakeland School Return, contact the Lakeland School Administration at 262-741-4118 or visit the [Lakeland School COVID-19 page](#).

**Please watch your email and our website for further updates.**





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# Client Order

Q-145159

6531 Irvine Center Drive Suite 100  
 Irvine, California 92618  
 (949) 656-3133  
<https://www.illuminateeducation.com/>

Prepared Date: 2/28/2022  
 Valid Through: 7/15/2022  
 Prepared By: Kristi Johnston  
 Start Date: 7/1/2022  
 End Date: 6/30/2025  
 Quote Term: 36

Customer: Lakeland School  
 Address: PO Box 1001  
 Elkhorn, Wisconsin 53121  
 Contact: Laura Braatz  
 Phone:

## Year 1

Dates: 7/1/2022 - 6/30/2023

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
153	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$4,000.00	\$4,000.00
153	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$0.00	\$0.00
3	Virtual Consultations, eduCLIMBER	One-hour of virtual coaching for eduCLIMBER.	\$165.00	\$495.00
3	Learning Community, eduCLIMBER	Access to eduCLIMBER content, resources, and usage reporting within Illuminate Education's Learning Management System.	\$75.00	\$225.00
			<b>Year 1 Subtotal:</b>	\$4,720.00
			<b>Year 1 Grand Total:</b>	\$4,720.00

## Year 2

Dates: 7/1/2023 - 6/30/2024

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
153	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$4,500.00	\$4,500.00
153	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$0.00	\$0.00
3	Virtual Consultations, eduCLIMBER	One-hour of virtual coaching for eduCLIMBER.	\$165.00	\$495.00
3	Learning Community, eduCLIMBER	Access to eduCLIMBER content, resources, and usage reporting within Illuminate Education's Learning Management System.	\$75.00	\$225.00
			<b>Year 2 Subtotal:</b>	\$5,220.00
			<b>Year 2 Grand Total:</b>	\$5,220.00

## Year 3

Dates: 7/1/2024 - 6/30/2025

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
153	eduCLIMBER, Software License	eduCLIMBER allows districts to easily import and visualize a wide range of student data including academic, SEL, behavior, attendance, and intervention. Districts can then create custom dashboards to identify ways to improve student achievement.	\$5,000.00	\$5,000.00

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
153	Achievement Dashboard, Software License	Achievement Dashboard is the easiest, most user-friendly district dashboarding tool on the market by providing school/district leaders with a way to present key insights via customizable visualizations.	\$0.00	\$0.00
3	Virtual Consultations, eduCLIMBER	One-hour of virtual coaching for eduCLIMBER.	\$165.00	\$495.00
3	Learning Community, eduCLIMBER	Access to eduCLIMBER content, resources, and usage reporting within Illuminate Education's Learning Management System.	\$75.00	\$225.00
			<b>Year 3 Subtotal:</b>	\$5,720.00
			<b>Year 3 Grand Total:</b>	\$5,720.00

Any Client request to reimport, align, merge, or otherwise manipulate data that has already been integrated will be subject to an additional fee. If the Client requests that Illuminate make any integration efforts after initial setup, the initial fees will be as follows: integrating with a new SIS \$5,000; merging instances or splitting instances \$10,000.

On-Going Illuminate subscription license and/or support fees are invoiced at then current rates & enrollment per terms of the Master Subscription Licenses & Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases (i.e., as your student count increases or decreases, the quantity will be adjusted in accordance with the terms of the Agreement).

Any applicable state sales tax that has been added to this Client Order is an estimated amount for Client's convenience that is subject to verification and modification based on current state required tax at the time of invoicing. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that Illuminate receives your purchase order or signed Client Order.

In the event that this Client Order includes promotional pricing, said promotional pricing is only valid for the select term(s), product(s), and/or service(s) as shown in this Client Order. The promotional pricing may also be limited in availability to you through the date on this Client Order that is shown as the "Valid Through" period.

All invoices shall be paid within thirty (30) days of the date of invoice.

**All purchase orders must contain the exact Client Order number stated within.**

**To accept and finalize this Client Order, please remit a purchase order to:**

**Orders@IlluminateEd.net**  
**or**  
**6531 Irvine Center Drive #100**  
**Irvine, CA 92618**



**Contract**  
2022-2023 School Year

**Lakeland School - Walworth County CDEB**

Special Education Students w/ Services: 130  
Medicaid Eligible Students w/Services: 120

Proposed Products and Services	Cost
<b>Kompas Care SBS software package including:</b>	
<b>Kompas Care Student Management Functions (Annual Fee Rate \$4.50/student)</b>	\$585.00
Includes:	
Off Site Database Housing	
Student Demographic Module (Software Leasing)	
<b>Kompas Care Customer Care Services (Annual Fees Rate \$75.00/student)</b>	\$6,000.00
Includes: Discount of \$25/student (\$50/student)	
Medicaid Billing	
Eligibility Processing	
Attendant Care Tracking/Training/Audit Monitoring	
Transportation tracking, billing and management	
Parental Consent Management	
Staff Pool List Submission/Assistance including an User Audit	
PCG quarterly calendar	
Cost Report Management, including required ratios	
Initial and Ongoing Training/Virtual and On-Site	
Data Retention	
Annual Financial Summary and Fiscal Review	
Customer Support for all staff, including monthly emails	
Semi Annual Kompas Care Workshop	
<b>Annual Kompas Care software and Customer Care Subscription</b>	<b>\$6,585.00</b>
<b>On site visits and travel expenses are included with the Customer Care Services plan!</b>	

Amy Holcomb 3/8/2022  
Kompas Care Representative Date

Kiana E. Bratz, Spec Ed Data Mgr 3/10/2022  
Lakeland School - Walworth County CDEB Representative Date

\_\_\_\_\_  
Lakeland School -Walworth Count CDEB Representative Date

\_\_\_\_\_  
Lakeland School - Walworth County CDEB Representative Date

# LAKELAND SCHOOL | WCCDEB 2021-22 CALENDAR

Student Teacher  
(4.0)

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

24th-27th Inservice | Work Days | 3.5  
25th Meet the Teach Night | 5

Student Teacher  
(20)

February 2022				
M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

23rd Early Dismissal

(21) September 2021 (22)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1st First Day for Students  
6th Labor Day Holiday  
29th Early Dismissal

(19) March 2022 (19)

M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4th End of 2nd Trimester | 60 days  
16th Early Dismissal  
28th-31st Vacation | No Count

(20) October 2021 (20)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20th Early Dismissal  
29th Fall Break | No Count

(19) April 2022 (19.5)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1st Vacation | No Count  
15th Good Friday Holiday  
20th Early Dismissal  
28th Family Engagement Night  
29th Vacation | No Count

(19) November 2021 (20)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

18th Parent | Tchr Conf pm | 1.5  
19th Parent | Tchr Conf am | .5  
19th No School  
25th Thanksgiving Holiday  
24th & 25th Vacation | No Count  
30th End of 1st Trimester | 60 days

(21) May 2022 (22)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

18th Early Dismissal  
30th Memorial Day Holiday

(16) December 2021 (17)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

23rd-31st Winter Break | No Count  
24th Christmas Holiday

(5) June 2022 (5.5)

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7th End of 3rd Trimester | 60 days  
7th Last Student Day  
10th-10th Snow Make Up Days as Needed  
12th-13th Snow Make Up Days as Needed

(20) January 2022 (21)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28th Snow Make Up Days as Needed

July 2022

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Total Inservice Days 5.0  
Total Paid Holidays 5.0  
Total Student Days 180.0

Total Contract Days 190.0  
Check figure 190.0

- Inservice | Work Day | Contract Days = 5
- Holiday | Contract Days = 5
- Parent | Teacher Conferences | Engagement
- Early Dismissal Day
- Vacation | No Count
- End of Trimester
- Snow Make Up Days as Needed

Ice Day was 2-22-2022  
Make up date will be 6-8-22